

Flexmls *Tip!*

How to Pull a Roster in Flexmls

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Agents can pull rosters from the MLS for contact information. Here steps can be found on pulling the available rosters. The recommended selections are only suggestions, and you may narrow your criteria however fits your needs.

1. Log into **Flexmls**
2. Open the **Menu** and select **Rosters**
3. For the most comprehensive list, select **Office/Member Roster**
4. Make your desired selections
 - A. Recommended selections:
 - Report Format: Roster
 - Office Selection: Include all offices
 - Office Selection Options: Include office and member information
 - Association Selection: Select from list below
 - Display Options: Display e-mail address, Limit member types included in report
 - * Applicable GKAR member types you can select from include; Board Staff, Broker, Office Manager, Agent/All Access, Agent/No Load, Agent/No Tax, Clerical/No Load, MLS Only/No Tax, Office Secretary, Broker Secretary, Clerical/Assistant, Agent/Partial

5. Select **Next**
6. Choose **Export** or **Print**

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Office/Member Roster Report		
Primary	Mobile	Email
009	(269) 382-1597	support@gkar.com